

MOORHEAD STATE UNIVERSITY

1104 - 7th Ave. So.
Moorhead, Minnesota 56563

October 17, 1996

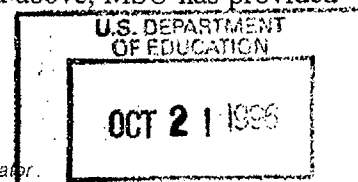
B. Ann Hageman
Acting Regional Director
Region V, Chicago
United States Department of Education
111 N. Canal Street, Room 830
Chicago, IL 60606

Dear Ms. Hageman:

I am writing in response to the Department of Education's ("DOE's") program review of Moorhead State University's ("MSU's") compliance with the Campus Security Act of 1990. We have thoroughly reviewed the issues of compliance identified by DOE. While we believe all of the areas of reporting have been corrected in the 1996 report, a draft of which was provided to DOE in August of 1996, we will address each area of concern as outlined by DOE. MSU will cooperate fully with DOE in ensuring MSU is in compliance with all requirements of the Campus Security Act.

First, with respect to crime statistics, the program review notes that crimes reported at MSU are estimates. That is not true for the majority of crimes. Indeed, the only crimes for which MSU "estimated" were arrests for liquor, drug and weapons violations. MSU obtained this information from the Moorhead Police Department ("MPD"), which previously was not able to provide precise numbers. However, the MPD has since obtained a new computerized system that will enable it to record the precise numbers. The MPD has successfully computerized the location of MSU facilities and can generate the numbers of arrests for liquor, drug and weapons violations on property of MSU and recognized student organizations. Furthermore, MSU will continue to record the precise numbers of other crimes required by the Campus Security Act. The 1996 Campus Security Report, a copy of which is attached hereto and incorporated herein as Exhibit A, records the exact numbers of crimes at MSU.

Second, with respect to crime on university property or in university organizations (1(b)), MSU is now able to obtain that information from the MPD. As mentioned above, MSU has provided



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to the MPD the addresses of university property and recognized student organizations. The MPD's new computer program allows for the retrieval of information based upon addresses. Therefore, if, for example, there is a crime at a fraternity house, the MPD can now forward that crime statistic to MSU based upon the address. A copy of the letters sent to the MPD and Clay County Sheriff's office identifying university property by address are attached hereto and incorporated herein as Exhibit B.

With respect to incident reports from all sources (1(c)), MSU has revised its practice and will include incidents reported from all required sources. In particular, MSU now lists in its 1996 Campus Security Report at page 2, 7(B) all persons who should report. See Exhibit A. MSU did include these sources in its 1996 Report, including incidents reported to the counseling center. Moreover, to ensure that the MSU staff is aware of its reporting obligations, MSU will provide training to all of its staff with reporting responsibilities. MSU plans to run one session for all staff with reporting responsibilities, and a separate training session for staff of the counseling center. We hope to accomplish the training sessions in November. Finally, the procedures implemented to collect crime statistics, as well as the data collection instruments, are attached hereto and incorporated herein as Exhibit C.

MSU has also already remedied the previous error of failing to include non-contiguous university property on the Campus Security Report (1(d)). In fact, Exhibit A, MSU's 1996 Report, reflects the incidents required to be reported occurring at the Regional Science Center.

MSU has already taken corrective action to use the FBI crime reporting categories and definitions (1(e)). Again, Exhibit A illustrates that the crime statistics have been reviewed. MSU published both its previously published statistics as well as corrected statistics. MSU is now following the FBI categories and is reporting on a calendar year. MSU now receives a listing of all reports to the MPD to verify MSU's crime statistics. MSU's Director of Housing and Security now discusses with representatives of the MPD on a regular basis the classification of crimes pursuant to the FBI guidelines. MSU now also has back-up documentation to support the data reported. See Exhibit D.

MSU now designates whether crimes are hate crimes on the Campus Security Report. As you will note from review of Exhibit A, MSU has not received any report of hate crimes.

MSU uses a calendar year for reporting crime statistics on the Campus Security Report. MSU has used the calendar year for at least the past two Reports, and MSU will continue to do so.

Finally, MSU has corrected the previously inconsistent data. In its 1996 Report, MSU published both the previously published numbers as well as the revised data. See Exhibit A.

MSU believes it is in compliance in its 1996 report with the areas of required action. MSU has

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reviewed the requirement of 34 C.F.R. § 668.47; has developed a system of collecting information (see Exhibit C); is using the UCR definitions under 34 C.F.R. 668 App. E; is identifying crimes manifesting evidence of prejudice as prescribed by 34 C.F.R. § 668.47(a)(b)(i); and separates contiguous and non-contiguous properties on its Campus Security Report.

With respect to the second area of concern, timely warning, MSU has already begun its process of establishing the required procedures. As you will note from review of the 1996 Campus Security Report, MSU notes in two separate locations the timely warning requirement. See Exhibit A at p.1 2(G), p.3 7(B)(3). Furthermore, to address when a timely warning will be issued, MSU has delegated the authority to make that decision to its Director of Security and Housing. If time is available, the Director will also contact the Vice President of Student Affairs and the President. If time is not available, however, the Director has the authority to make the decision on his/her own. A copy of MSU's new policy on timely warnings is attached hereto and incorporated herein as Exhibit E.

With respect to procedures for determining if a continuing threat exists, MSU is following the federal legislation that suggests that this determination must be made on a case by case basis depending upon the incident, its severity, its location, the possible continuing threat of the crime, and the possibility of inhibiting law enforcement by disclosure of confidential information. MSU will utilize all of its campus media, including campus radio, newspapers, closed circuit television and bulletin boards. See Exhibit E. Resident halls and the student union will also receive specific notice. If there is a serious threat to the MSU campus, MSU will also, for example, make announcements in class. See Exhibit E.

The third area of concern addressed by DOE surrounds the distribution of the Campus Security Report. MSU believes it has remedied any previous omissions regarding distribution by now distributing the Campus Security Report when each student pays his/her fees. Students who pre-paid fees were mailed a copy of the 1996 report. All employees were individually mailed a copy of the Campus Security Report through campus mail. Current students and employees are not required to request the Report to see it.

MSU also informs prospective students and employees of the availability of the Report. Indeed, when a student requests information about MSU, MSU includes in its response (Viewbook) that the Campus Security Report is available. A copy of the page of the Viewbook mentioning its availability is attached hereto and incorporated herein as Exhibit F. Students are given the opportunity to request a copy of the Report from the MSU Admissions Office. The Campus Security Report may be requested in person, via toll free telephone, or in writing. A copy of the memorandum sent to the personnel director concerning the availability of the annual report for prospective employees is attached hereto and incorporated herein as Exhibit G.

The final area of concern addressed in the program review is perceived deficiencies in the

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information in the previous Campus Security Reports. Again, as a result of the review by DOE in April of 1996 and comments made at the conclusion of the site visit, MSU began its own substantial revision to Campus Security policies and procedures, resulting in the 1996 Campus Security Report. With regard to the statement of policies being omitted or incomplete, MSU believes it has now corrected those perceived deficiencies. The informational programs (4(a)(1)) are now listed on the Campus Security Report at page 1, F. See Exhibit A.

MSU discusses security with all students participating in pre-orientation, orientation, and with students residing in residence halls throughout the year on an ongoing basis. MSU is in continuous contact with students through closed-loop television. MSU also provides programmatic student awareness training periodically during the semester. The MSU student newspaper, The Advocate, also runs various articles relative to activity and behavioral incidences on campus.

The drug or alcohol abuse programs (4(a)(2)) are now cross referenced in the 1996 Campus Security Report at page 8, #28. Id. The officials to whom reports of criminal offenses should be made (4(a)(3)) is now contained at page 3, #7(B)(2). Id. The description of security issues on campus facilities is now addressed at page 1, #2; pages 1-3, #4 and #5; page 3 #7(A). Id.

With regard to the programs and procedures for sex offenses (4(a)(5)), MSU believes that its new policies are now in compliance. MSU has a description of its educational programs to promote awareness (4(a)(5)(A)) in its Campus Security Report at page 5, #10(A). Id. MSU stresses the importance of preserving evidence (4(a)(5)(B)) in its Campus Security Report at page 4, 8(A)(3), and page 4, 8(D)(8)(B). Id.

Procedures for campus discipline (4(a)(5)(C)) are contained in the 1996 Campus Security Report at page 6, #11. Id. Both the fact that the accuser and accused are entitled to the same opportunity to have others present at the disciplinary proceeding and that both the accuser and accused shall be informed of the outcome of the disciplinary proceeding, regarding a sex offense are contained in the Campus Security Report. Exhibit A, page 6, 11(B). Sanctions that MSU may impose are also contained in the 1996 Campus Security Report. Exhibit A, page 6, 11(C).

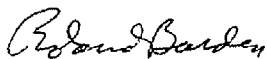
DOE notes that a number of statements of policy do not accurately represent actual practices at the institution. All of the items alleged to be inconsistent in this section are addressed earlier in this response. As discussed above, MSU has now changed its actual practices so that it includes incidents reported at the Regional Science Center, it coordinates with the MPD to use FBI statistics (see Exhibit A, p. 3, #6 A, B; p. 4, D(1-10)), alcohol violations are now specifically identified, the Complainant's Bill of Rights is provided to all persons who are victims of criminal activity (see Exhibit A, page 8, #25), and recognized organizations are monitored by the MPD and included in the Campus Security Report.

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MSU has previously submitted to DOE its draft 1996 Campus Security Report. MSU submits its final report with this response. Attached as Exhibit H is the highlighted 1996 Report which reflects the changes that are responsive to DOE's concerns addressed. We hope that this complies with DOE's request for a "comparison format" identifying the changes.

MSU remains committed to work with DOE in achieving complete compliance with the Campus Security Act. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Roland Barden".

Roland Barden
President

Campus Security Report



Moorhead
State University

1996

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1. CAMPUS SECURITY REPORTS:

Moorhead State University encourages students and University community members to be fully aware of the safety issues occurring on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Moorhead State University monitors criminal activity and maintains a three-year statistical history on the main campus, at the Regional Science Center and at off-campus facilities owned or rented by Moorhead State University or recognized University organizations (Public Law 101-542). For reporting purposes, any criminal activity reported at the Regional Science Center will be reported in a separate category from the main campus.

The University will distribute a copy of the Campus Security Report to each current student and employee and to each prospective student or employee who requests it in writing.

Moorhead State University has no authority to require the Moorhead Police Department or the judicial court process to take any action in connection with a reported crime. Moorhead State University encourages prosecution of all criminal violations through the criminal courts and, if appropriate, the campus conduct process for violations committed on campus by other students.

The University currently has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

2. CRIME PREVENTION PROGRAMMING:

Authority:

Campus Security staff are employees of Moorhead State University. Campus Security staff are not certified or sworn peace officers, but are authorized, when appropriate, to make a citizen's arrest. Normally, such arrests are made only in the presence of a Moorhead Police Officer.

Moorhead State University provides the following crime prevention programs and services:

A. ESCORT:

The Security Office is open 24 hours a day, 365 days a year. Patrol and escort services are normally available from 6 P.M. to 7 A.M.

B. PATROL:

Security staff normally patrol the campus between the hours of 6 P.M. and 7 A.M. The Campus Security Dispatch Office (Ballard Hall, 236-2449) is staffed on a 24-hour basis.

C. CRIMINAL REPORTS:

Campus Security staff are available to take criminal reports, in person or by telephone, at any time. Individuals making the report may receive a copy of the report by asking at the time of making the report or at a later date by showing appropriate identification.

D. STATISTICS:

Moorhead State University will distribute the Campus Security Report to current students as part of the fall semester payment process, to all employees via campus mail, and to each prospective student or employee who requests it in writing.

E. ASSISTANCE:

In cases where the alleged perpetrator is a student and taking the same classes as the complainant, the complainant may request the MSU Registrar to change class sections. Such a request will be granted if reasonably available and if a complaint has been filed with Campus Security and/or the Moorhead Police Department. Moorhead State University will assist individuals in making reports, if the individual desires assistance.

In cases where the alleged perpetrator and the complainant live in the same residence hall, the complainant may request the Director of Housing & Security to change, temporarily or permanently, their housing assignment. Such a request will be granted if reasonably available and if a complaint has been filed with Campus Security and/or the Moorhead Police Department.

F. EDUCATIONAL PROGRAMMING:

Campus Security provides assistance in presenting programs on campus safety and security. Campus Security develops and presents educational programs in the area of crime prevention, sexual assault awareness, fire prevention, annoying phone calls, personal safety, etc. Campus Security works closely with the Moorhead Police and Fire Departments and the F-M Rape & Abuse Crisis Center in presenting needed programs.

Campus Security has available, at no cost, brochures, flyers, pamphlets, movies, videos and posters concerning various safety and security issues. Samples are distributed with each "Campus Safety & Security Issues."

The Housing & Security Department presents regular security and safety programming through the TV cable system installed in the residence halls. This system allows the showing of crime prevention programs in all residence halls and the Student Union.

The MSU Health and Counseling Centers provide staff to aid students in coping with alcohol and drug abuse.

G. CAMPUS WARNINGS:

In cases of reported aggravated assault, burglary, motor vehicle theft, murder, sex offenses and robbery, where the Director of Housing & Security determines there is a continuing danger to the University community, Campus Security will publish warnings through an appropriate process, including campus bulletins, campus radio station, campus newspaper, residence hall bulletins and residence hall cable system, etc.

3. STUDENT DISCIPLINE:

- Individuals or individual members of organizations in violation of the rules and regulations of the University are subject to disciplinary action by the Conduct Committee, University Conduct Officer, University Administrator or their designee responsible for the judicial process.
- The complete Student Conduct Statement of the University may be found in the Student Policy Handbook or by requesting a copy from the Office of Student Development.

4. PERSONAL SECURITY RECOMMENDATIONS

A. Protect Yourself:

Campus Security staff are available to assist you in protecting yourself by providing regular foot and/or vehicle patrols, safety and security programs, as well as various safety and security posters and brochures. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening. Only you can lock your door, secure your valuables, call for an escort, etc.

Even if you have taken the necessary precautions, you may be a victim of a crime. If that should happen to you, be sure to report the situation immediately to Campus Security and/or the Moorhead Police Department.

If you feel that there may be an area of the campus that is unsafe, please bring that to the attention of the Director of Housing & Security or the Vice President of Student Affairs.

The Campus Security staff, residence life staff, health center staff and/or the counseling center staff and the Moorhead Police Department are all very willing to provide programs on any safety and security issue.

B. Protect Your Room or Apartment

1. Lock your door—Even if you are only going to the bathroom or into the room next door. A surprising number of thefts from rooms are accomplished while the resident is on the same floor, but has just stepped out for "one minute." The risk is great. It takes approximately eight seconds to walk into your open room and steal your valuables.
2. Lock your door when you are asleep.
3. Do not prop open locked exterior building doors. These doors are locked for your protection and other residents'.
4. Do not loan your keys to anyone—even a classmate or friend. They may not be as careful with them as you are and may lose or misplace them, just long enough for the wrong person to gain possession.
5. Do not leave your keys lying around in public places or in your coat or jacket pocket when you're not wearing it.
6. Carry your car keys on a separate ring from your room key and other keys. Do not put your name and address on your key rings as they may be used to steal your property if found by the wrong person.

C. Protect Your Property:

1. Participate in Operation Identification by engraving your Operation Identification number on your valuables. Numbers and engravers are located at your residence hall desk.
2. Personal property (purses, briefcases, calculators, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or residence hall room.
3. Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your car doors.
4. Never open the exterior doors of the building to strangers or non-residents. Always escort your guests to and from the main entrance doors.
5. Protect all valuables in your room or office. Do not leave valuables in plain view.
6. Take valuables home with you during vacations.
7. You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.

D. Protect Your Automobile:

1. Always lock your car doors and never leave your keys in the vehicle.
2. Try to park your car in a well-lit area.
3. Avoid leaving property where it is visible.

E. Protect Your Bicycle:

1. Park your bicycle where you can keep an eye on it if at all possible. Lock your bicycle.
2. Bicycle thefts are on the rise. There are several good bicycle anti-theft devices available. Case-hardened heavy locks and chains afford the best protection.

3. Record serial numbers, model numbers and the value of your bicycle. Engrave the bicycle with your Operation Identification number.

F. Protect Yourself at Night:

1. Avoid walking alone at night.
2. Refrain from taking shortcuts; walk where there is plenty of light and traffic.
3. Call for an escort (2449).

G. Protect Yourself Walking or Jogging:

1. Avoid walking or jogging alone after dark. If you must travel alone at night, use the Moorhead State University Escort Service (2449) to escort you to your on-campus destination or locations near campus.
2. Walk along well-lit routes.
3. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or group of people.
4. Have your keys ready when returning to your residence hall or apartment and keep your personal or valuable items concealed and close to your body.

H. Help Us Protect You:

1. Watch for suspicious persons in and around University buildings and in parking lots. Do not pursue them. Call Campus Security immediately. Call Campus Security if you should enter your room and find a stranger, regardless of the "cover story" supplied.
2. Door-to-door soliciting is not permitted in University residence facilities. Violations of this rule should be reported to your hall director immediately.
3. Report all thefts and property losses immediately to Campus Security.
4. Be security conscious at all times.

1996 CAMPUS SECURITY STATISTICS

The following is the statistical report for criminal activity reported to Campus Security, the Moorhead Police Department and the Clay County Sheriff's Office occurring on the campus of Moorhead State University (MSU), and recognized student organizations and the Regional Science Center (RSC) for the calendar years 1993-1995.

Crime Category	1993 published** MSU/RSC	1993* reviewed*** MSU/RSC	1994 published** MSU/RSC	1994* reviewed*** MSU/RSC	1995* MSU/RSC
Reports**					
Aggravated Assault	0	0 0	0	0 0	1 0
Burglary	1	0 0	1	0 0	4 0
Motor Vehicle Theft	0	1 0	0	0 0	0 0
Murder	0	0 0	0	0 0	0 0
Forcible Sex Offenses					
Forcible Rape	1	1 0		1 0	0 0
Forcible Sodomy		0 0		0 0	0 0
Sexual Assault with an Object		0 0		0 0	0 0
Forcible Fondling		3 0		0 0	1 0
Non-Forcible Sex Offenses					
Incest		0 0		0 0	0 0
Statutory Rape		0 0		0 0	0 0
Robbery	0	0 0	0	0 0	0 0

The above categories and reported alleged criminal activity do not necessarily constitute an arrest or conviction. They are allegations of wrong-doing.

Arrests****	MSU/RSC	MSU/RSC	MSU/RSC	MSU/RSC	MSU/RSC
Alcohol Violations	2	10 0	11	14 0	3 0
Drug Violations	0	0 0	1	0 0	0 0
Weapons Violations	0	0 0	1	1 0	0 0

*None of these reported crimes were identified as hate crimes.

Statistics listed under "published" indicate numbers previously published in the 1995 Annual Security Report. *Statistics listed under "reviewed" indicate numbers as a result of a complete review of all reported complaints.

****These numbers constitute arrests made by the Moorhead Police Department for these categories.

I. Suspicious Activity:

1. If you see any suspicious activity or people on or near the campus, call Campus Security immediately (2449). Do not assume that what you observe is an innocent activity or that it has already been reported.
2. Do not assume the person is a visitor or University staff member that you have not seen before.

Suspicious people may be:

3. Loitering about at unusual hours and locations: running, especially if something of value is being carried.
4. Exhibiting unusual mental or physical symptoms. Person(s) could be under the influence of drugs, or otherwise needing medical or psychiatric assistance.
5. Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.

5. FIRE SAFETY:

A. If You Discover or Suspect a Fire:

1. Sound the alarm in the building. Knock on as many doors as you can and shout a warning to the occupants of the building as you are leaving.
2. Leave the building as quickly as possible.
3. Attempt rescue efforts only if there is no immediate or foreseeable danger to yourself.

B. If You Are in a Burning Building:

1. If there is smoke in the room, remain close to the floor.
2. If possible, put a wet towel over your mouth and nose.
3. Before passing through any entrances, feel the door. If it is hot, do not open it.
4. If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, close it immediately.
5. If you are able to leave the room through the door, close it as you exit.
6. Go to the nearest exit or stairway. Do not use an elevator.
7. If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.
8. If all exits on the floor are blocked, go back to your room, close the door, open the window as described below, wave something out the window and shout for help. Call Campus Security (2449) and give them your room number.
9. Open the windows from the top, if possible (to let out the smoke and heat), and then from the bottom (to let in fresh air).
10. After evacuating a building, stand clear of it. Allow the fire fighting equipment to maneuver around the building as necessary.

6. ANNUAL REPORTS:

- A. The annual report includes criminal reports made to Campus Security and/or the Moorhead Police Department, for the main campus, and the Clay County Sheriff's Department for the Regional Science Center. The annual report includes

reported crimes alleged to have occurred on the campus and facilities owned or rented by Moorhead State University and/or recognized student organizations (PL101-542).

1. Murder
 2. Sex Offenses
Forcible
Forcible Rape
Forcible Sodomy
Sexual Assault with an Object
Forcible Fondling
Non-Forcible
Incest
Statutory Rape
 3. Robbery
 4. Aggravated Assault
 5. Burglary
 6. Motor Vehicle Theft
- B. Moorhead State University reports the number of arrests, to the extent that the University is able to obtain such information from the Moorhead Police Department and the Clay County Sheriff's Department, for:
1. Liquor law violations.
 2. Drug abuse violations.
 3. Weapons possession violations.
- C. The Director of Housing and Security serves as the primary liaison, concerning campus safety, criminal activity and security services, with all law enforcement agencies.

THE FOLLOWING POLICIES CONCERN REPORTING CRIME OCCURRING ON THE CAMPUS OF MOORHEAD STATE UNIVERSITY.

7. CRIME REPORTING POLICIES:

A. Policies

1. The Campus Security Office, located in 120 Ballard Hall (236-2449), will be the office of official record for all criminal reports made on campus. Students, faculty, staff and visitors are encouraged to report immediately any and all criminal activity to Campus Security (Ballard Hall, 236-2449) and/or the Moorhead Police Department (Law Enforcement Center, 915 9th Avenue North, 299-5111).
2. Campus Security staff are employees of Moorhead State University. Campus Security staff are not certified or sworn peace officers, but are authorized, when appropriate, to make a citizen's arrest. Normally, such arrests are made only in the presence of a Moorhead Police Officer.
3. Campus Security works closely with the Moorhead Police Department, Clay County Sheriff's Department, and State and Federal Law Enforcement agencies to track and respond to campus criminal activity.
4. The University normally requires a written complaint, and the assistance of the complainant in the disciplinary process, unless the University determines that there is a clear danger to the victim and/or the University community.

B. Who Should Report:

1. All employees, faculty or staff who become aware of an allegation of violation of University policy, student code of conduct, civil or criminal law should report said complaint or allegation to their supervisor and the Director of Housing & Security. The Federal Register, dated April 29, 1994, expands those required to make reports by defining Campus Security authorities to include "officials of the institution who have significant

responsibility for student and campus activities, but not including counselors." Campus staff "with significant counseling responsibility" are required to provide Campus Security with the statistical information relating to crimes on campus but may continue to honor the confidentiality of victims

2. Any criminal activity should be reported directly to Campus Security and/or the Moorhead Police Department. However, the following have been identified as being required to report situations of a criminal nature, that have come to their attention, to Campus Security:

Activities Organization Coordinator, Admissions Director, Affirmative Action Officer, Alumni Director, Athletic Director, Athletic Trainer, Assistant Director for CMU Facilities, Assistant Coaches, Associate Vice President for Academic Affairs, Associate Registrar, Associate Director of Student Development, Career & Placement Services Director, Coaches, Co-Director of the MSU Pre-School, Deans, Department Chairs, Director of the Regional Science Center, Disability Services Coordinator, Financial Aid Director, FYE Program Director, Health Promotions Coordinator, Health Center Director, Housing Director, Housing Associate Director, International Student Advisor, Intramural Director, Minority Student Affairs Coordinator, New Center Director, Nurses, Personnel Director, Personnel Officer, President, Registrar, Residence Hall Director, Resident Assistant, Student Affairs Directors, Student Development Director, Student Teaching Abroad Director, Student Union Director, Student Union Executive Director, University Bookstore Supervisor, Vice President for Academic Affairs, Vice President for Administrative Affairs, Vice President for Student Affairs, Volunteer Services Coordinator, as well as any assistants and associates.

According to the Federal Register, April 29, 1994, "the function of these administrators is not to determine whether a crime took place - that is the function of the law enforcement professionals working within the criminal justice system but with respect to these regulations to report to the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police."

3. When reports are made to Campus Security, the Director of Housing & Security, in conjunction with the Moorhead Police Department, shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.
4. Faculty, staff, students and employees who are not members of the Campus Security staff, are encouraged to assist anyone reporting alleged criminal activity in contacting Campus Security and/or the Moorhead Police Department in order to file a criminal report.
5. Student organizations which have control of any facility are encouraged to report safety and security concerns to Campus Security, 120 Ballard Hall (2449); or to the Director of Housing & Security (2118).

8. CRIME REPORTING PROCEDURES:

A. General Guidelines:

1. All criminal activity occurring on campus should be reported immediately to Campus Security (Ballard Hall or 2449) and/or to the Moorhead Police Department.

2. The Campus Security staff will assist the complainant in completing criminal reports.

3. Every effort should be made to ensure that physical evidence is maintained and protected. (For further information refer to Security and Safety Guide.)

4. Criminal reports, and any statements relating to these reports, made to Campus Security will be forwarded to the Moorhead Police Department.

5. When alleged perpetrators are identified as students, the case will be forwarded to the University Conduct Officer for investigation and appropriate action. Criminal investigation, arrests and prosecution can occur independently and at the same time as the campus judicial process.

6. The Campus Security staff will assist the Moorhead Police in any investigation.

7. All allegations will be investigated. If the Campus Security, Moorhead Police Department or the Clay County Sheriff's Department "conclude that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic." (Federal Register, April 29, 1994.)

8. Reports will be classified by the Director of Housing & Security in conjunction with the appropriate police agency according to the FBI Uniform Crime Report definitions.

9. Moorhead State University monitors and records student criminal activity at both on and off campus locations of student organizations recognized by the University, including student organizations with off-campus housing facilities.

B. Crime Reporting Guidelines:

1. Reports may be made to Campus Security and/or the Moorhead Police Department either by telephone or in person.
2. Campus Security will accept third-party reports (in cases of sexual assault) in order to protect a survivor's identity.
3. Anyone filing a criminal activity complaint with Campus Security should be provided with a copy of the University's Complainant's Bill of Rights.
4. All statements or reports of a criminal nature made to any member of Campus Security will be shared with the Moorhead Police Department and, if appropriate, the Campus Conduct Officer.

C. If you are a victim of a crime or witness a crime you should do the following:

1. On-campus call Campus Security at 2449 and/or the Moorhead Police at 9-911 immediately for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, and other law violations.
2. Attempt to obtain a description of the offender(s), including sex, age, race, hair, clothing, and distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by offenders or vehicles and report these to Campus Security or the police.

3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until Campus Security and/or the Moorhead Police arrive.

D. Specific Guidelines For Criminal Activity Covered by the Campus Security Act:

1. Alcohol Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Moorhead State University enforces the Minnesota drinking laws, including prohibition of use by persons under 21 years of age, and University policy. Possession or consumption of alcoholic beverages is prohibited anywhere on University property regardless of age. The only exception is authorized use for special (non-student) functions. Only the President may authorize such programming use.

If the person is not cooperative or it is determined that they are underage, the Moorhead Police may be called to assist. The security staff may press charges in these situations. Normally, if the individuals involved are students they may be referred through the campus, or residence hall, disciplinary system.

2. Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- A. Victims residing in the same residence hall as the alleged perpetrator may request to be moved to different facilities pending the conduct hearing or court trial. The University will accommodate such requests if space is available.
- B. The name of the alleged perpetrator(s) will be forwarded to the Campus Conduct Officer for appropriate action.

3. Burglary: The unlawful entry of a structure to commit a felony or a theft. Includes forcible entry, unlawful entry with no force and attempted forcible entry.

- A. Be careful to preserve physical evidence. Don't allow others to walk through the area or to touch anything. Keep the area secured.
- B. The report should include specific information about any property taken, including brand name, color, serial numbers and any identifying marks or characteristics.

4. Drug Abuse Violations: Are violations of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

The possession, use or sale of illegal drugs (other than by a doctor's prescription) is prohibited on University property. Moorhead State University enforces both Minnesota and Federal drug laws regarding the use, possession and sale of illegal drugs.

5. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

6. Murder: The willful, non-negligent killing of one human being by another.

No information will be provided by University personnel concerning the circumstances of the report until authorized by the appropriate police personnel.

7. Robbery: Taking or attempting to take anything of value from the care, custody or control of a person by force, threat of force or violence, or putting the victim in fear.

- A. Be careful to preserve evidence. Don't allow others to walk through the area or to touch anything. Keep the area secured.
- B. The report should include specific information about any property taken, including brand name, color, serial numbers and any identifying marks or characteristics.

8. Sex Offenses - Forcible: Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will, where the victim is incapable of giving consent.

A. Types:

1. **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

2. **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

3. **Sexual Assault With An Object** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

4. **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

B. Procedures:

1. Every effort should be expended to ensure the physical evidence is properly maintained and protected. Do not bathe, douche, use the toilet, or change clothing. Note anything about the location. If you have been raped, you should seek medical treatment immediately regardless of whether you report the matter to the police (for further information, refer to Security and Safety Guide).

2. Survivors of sexual assault may request that no further action be taken by the University. The University will attempt to comply unless the University determines that there is a clear danger to the survivor of the sexual assault or the University community. The University encourages the use of the courts and the campus discipline system.

3. Both the Moorhead Police and Campus Security will accept third-party reports. Third-party reports contain information about the incident, with the exception of the survivor's identity.
4. If requested by the survivor of a sexual assault, a third-party report may be made by the Director of Housing & Security to the Moorhead Police Department. The survivor's name normally will not be used or released.
5. A survivor of a sexual assault is encouraged to seek medical attention at a hospital or clinic of their choice and seek counseling through the Rape and Abuse Crisis Center (a rape counselor is located in Hendrix Health Center, Dahl Hall) or the MSU Counseling Center located in Flora Frick Hall.
6. If the alleged perpetrator is identified, the case will be forwarded simultaneously to the University Conduct Committee and to the Moorhead Police Department for appropriate action.
7. The University normally will not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the University determines that there is a clear danger to the survivor or the University community.
8. The survivor of a sexual assault and the alleged perpetrator may be accompanied by an advocate/advisor at any campus disciplinary proceeding concerning the sexual assault complaint. (Refer to the Student Handbook for more information.)
9. The survivor of a sexual assault will be informed of the outcome of any campus disciplinary proceeding concerning the sexual assault complaint, consistent with laws relating to data practice. Generally, this information should not be disclosed to the public.
10. University authorities will inform sexual assault survivors of their rights to assistance from the Office of the Crime Victim's Ombudsman and the Crime Victim's Reparations Board, and will provide assistance in contacting these offices.

9. Sex Offenses - Non-forcible: Unlawful, non-forcible sexual intercourse.

A. Types:

1. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

B. Procedures: (Refer to procedures in Sex Offenses - Forcible section)

10. Weapons Violation - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

For safety reasons, explosives, firearms, ammunition and other lethal weapons (such as bows and arrows, knives, etc.) are prohibited on campus. The University does not store these items.

E. Specific Guidelines: For Criminal Activity Not Covered by the Campus Security Act:

1. Annoying Telephone Calls:

- A. Obscene or threatening telephone calls should be reported to Campus Security immediately. Other harassing telephone calls should be reported if they persist. If you receive such a call, remain calm and hang up (for further information refer to Security and Safety Guide "Harassing Phone Calls").
- B. The Moorhead Police Department or the University may request the telephone company to place tracing equipment on the telephone through the telephone company office. This is done if the person receiving the telephone calls is willing to file a written complaint and follow through with prosecution if the perpetrator is located. The telephone company has its own policy regarding when, and if, they will place any tracing equipment.
- C. Be sure to record the time of the call and what was said or happened.
- D. The University will not normally pay the expense of changing telephone numbers.

2. Bomb Threats:

- A. Please provide as much detail about the call as possible. Writing the message, word for word, may assist the law enforcement personnel in identifying the perpetrator.
- B. Listen to the detail of the threat, e.g., background noises, how statements are made, location of bomb and time of detonation.
- C. Campus Security, in compliance with University policy, will contact appropriate campus personnel and community agencies to aid in determining building evacuation.

3. Domestic Violence: Violence between two people living in the same household.

If a report has been made to Campus Security and pending court or campus disciplinary action, appropriate on-campus escort services will be provided, if requested. If the victim requests, the university will attempt to provide alternative housing for on-campus residents and change classes.

4. Indecent Exposure: Exposing oneself's private parts is a crime in Minnesota.

5. Missing Person: An individual missing under unusual circumstances.

The University will not normally conduct any investigation without a strong indication of foul play until the person has been missing at least 24 hours during the week and 48 hours on weekends.

6. Simple Assault: An unlawful attack by one person upon another without inflicting severe or aggravated bodily injury.

7. Theft From Building: A theft from within a building which is either open to the general public or where the offender has legal access.

- A. Be careful to preserve evidence. Don't allow others to walk through the area or to touch anything. Keep the area secured.
- B. The report should include specific information about any property taken, including brand name, color, serial numbers, and any identifying marks or characteristics.

8. Trespassing:

- A. The Moorhead State University campus is for the use of the faculty, students, staff, their escorted guests and those on official business with the University. Others are subject to being charged with trespassing.
- B. Visitors are reminded that access to campus buildings is limited to normal business hours.

9. THIRD-PARTY REPORTS:

A third-party report is a report made by an individual on behalf of the sexual assault survivor in order to maintain the anonymity of the survivor. In third-party reports, information which may lead to the identity of the sexual assault survivor is omitted. (See Sex Offenses.)

10. POLICY/REPORTING OF SEXUAL OFFENSES AND HARASSMENT:

A. Policy: Moorhead State University's policy on sexual harassment is governed by the Minnesota State Colleges and Universities System's policy. In support of the system policy, MSU reaffirms the policy that sexual harassment, including violence and abuse, will not be tolerated. Every effort will be made to assure that all members of the University community are provided an atmosphere free from sexual harassment. To prevent sexual harassment, educational efforts will be undertaken to inform employees and students of their responsibilities regarding such behavior, how to identify and eliminate sexual harassment and what steps can be taken if instances of sexual harassment are experienced.

Moorhead State University conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include conducting nightly security patrols of the campus, providing escorts, inspecting the campus for potential dangerous areas and implementing programs to inspect campus lighting and shrubbery. In addition educational programs concerning sexual assault awareness are provided by residence hall staff, campus security, health center and counseling offices. The University also conducts a sexual harassment program called "The Invisible Line" for members of the University community.

A guiding principle in the reporting of sexual assault is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Sexual assault survivors may contact any one of several Moorhead State University departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault.

EMERGENCY NUMBERS

Campus Security:	2449
Moorhead Police:	9- 911
MSU Affirmative Action Officer:	2229
MSU Counseling and Personal Growth Center:	2777
MSU Hendrix Health Center:	2211
F-M Rape & Abuse Crisis Center:	293-7273

B. Procedure:

1. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless requested by the sexual assault survivor, names and addresses of survivors are released to the Moorhead Police Department. Campus Security will attempt to provide support and advice for sexual assault survivors. Each report of sexual assault will be investigated in order to provide better protection to the survivor of a sexual assault and all members of the

campus community. Sexual assault survivors should be aware of the need of the University to release information regarding the fact that an assault has occurred for the protection and safety of others.

2. The Office of Housing & Security will be the office of official record for reports of sexual assault, as it is in all reported law violations. Students, faculty and staff are encouraged to contact the Housing & Security Office to report any information regarding assaults.
3. Sexual assault survivors have the right to have reports made anonymously (third-party) to the Moorhead Police Department. Campus Security will assist the survivor in making this report if the survivor so wishes. In these situations, the name of the complainant will not be forwarded. Third-party reports may prevent the University and the Moorhead Police Department from actively investigating the criminal activity.
4. If the Director of Housing & Security, in conjunction with the Moorhead Police Department, determines that a threat continues to exist for the community, information about the reported sexual assault will be reported to the campus community whether reported by a sexual assault survivor or through a third-party report. As much detail as possible regarding location, date and time of the assault, and any information which might help identify the assailant will be reported. The Housing & Security Office will inform the campus community of reported sexual assaults by posters, appropriate notices, campus newspaper, radio station, local media and/or the residence hall cable TV system.
5. Each report will be taken as presented by the complainant. Appropriate criminal classifications will be determined after a review of all facts by Moorhead Police/Sheriff Department personnel.
6. The University will take appropriate action to safe-guard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual assault requests, the University will attempt to provide, if reasonably available, alternative housing for on-campus residents as well as changing classes.
7. The University normally will not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the University determines that there is a clear danger to the victim or the University community.

11. DISCIPLINARY PROCEDURE FOR SEX OFFENSES:

A. The University disciplinary process is an option for any person wishing to report a case of student misconduct. In order for the University to address behavior through the Student Conduct System, a written complaint must be filed with the University Conduct Officer. Any criminal complaint is reported to Campus Security and the local law enforcement center for investigation.

Acts of sexual violence, assault or abuse, such as rape, acquaintance rape, or forms of non-consensual sexual activity are criminal behaviors. These acts will be swiftly investigated and will subject an individual to complaints and disciplinary sanctions under the System's Nondiscrimination/Harassment/Violence policies or the University's Student Conduct Code as

well as referral to appropriate law enforcement agencies.

Victims of sexual violence may report incidents to the appropriate University authorities including the Campus Security office, the Affirmative Action Officer, the Student Affairs office, or the University Conduct Officer.

See Victim's Rights, Minnesota State Statutes Section 135A.15 Rights of Accuser and the accused regarding witnesses/advisors.

Both the accuser and the accused have the right to request in advance the names of witnesses and shall have the right to cross-examine these witnesses during the hearing.

Both the accuser and the accused have the right to call a reasonable number of witnesses to testify on their behalf. These witnesses will be subject to cross-examination by both parties. Names of all witnesses must be submitted to the University Conduct Officer no later than twenty-four hours in advance of the hearing.

Both the accuser and the accused have the right to have an advocate (or advisor) present at the hearing; however, the advocate/advisor cannot speak in your place or cross-examine witnesses.

8. OUTCOME OF DISCIPLINARY HEARING IN SEX OFFENSE CASES:

Both the accuser and the accused will be informed of the outcomes of any campus disciplinary proceeding concerning the complaint of a sexual offense according to Minnesota Government Data Practices, Minn. Stat. Ch. 13. This information should not be disclosed to the public generally.

C. SANCTIONS:

Students found guilty of violations of serious cases, such as rape or other forcible or non-forcible sex offenses are subject to suspension, expulsion, or eviction from student housing in addition to other possible University sanctions.

12. SECURITY ESCORTS:

- A. The University encourages students, staff and faculty to be concerned about their personal safety, including the use of security escorts.
- B. Calls for escorts should be made to Campus Security (2449).

THE FOLLOWING POLICIES CONCERN SECURITY AND REPORTING EMERGENCIES ON CAMPUS.

13. MEDICAL SERVICES AND EMERGENCIES:

- A. Students, faculty, staff and visitors are encouraged to seek medical and emergency assistance (ambulance and fire) by calling 9-911 directly. Individuals may also contact campus security (2449) for assistance.
- B. Notify a resident assistant or hall director if the situation occurs in a residence hall.
- C. Non-emergency medical needs or assistance should be referred to Hendrix Health Center, located in the basement of Dahl Hall.
- D. The cost of an ambulance is the responsibility of the "patient." If the "patient" refuses transport, there is no charge. There is no charge to the person who calls the ambulance for the "patient."

14. EMERGENCY RESPONSE TO A DEATH ON CAMPUS:

- A. Notify Campus Security (2449) and/or the Moorhead Police Department immediately.
- B. The room or area where the death occurred should be secured pending the arrival of police department personnel.
 1. Nothing should be moved or removed.
 2. Witnesses should remain in the area. They may be located in another room.
 3. Campus Security will coordinate the response and ensure that the following occurs:
- C. Secure the area.
- D. Identify the people who discovered or have information about the incident.
- E. Contact the Vice President of Student Affairs (2171) and the Vice President of Administrative Affairs (2156).
- F. In the case of a death of a student, refer to the policy on the Death of a Student.
- G. It is the policy of Moorhead State University that no information will be released without consultation with the Moorhead Police department personnel. The release of information may be limited by the Policy on the Release of Information.

15. FIRE ALARM PROCEDURES IN UNIVERSITY BUILDINGS:

- A. Fire alarms are always to be taken seriously. Contact Campus Security (2449) and/or the Moorhead Police Department (9-911) immediately.
- B. The building fire alarm system is activated in two ways:
 1. Automatically, by the smoke detection system,
 2. Or manually, at pull stations.
- C. Should you see or smell smoke prior to an automatic smoke detector alarm activation, you should immediately pull the nearest fire alarm, leave the building and contact campus security from another building (2449).
- D. When a fire alarm has been activated, everyone is to evacuate the building immediately.
- E. Disabled persons unable to move down the stairwells should move to the nearest stairwell landing, where the Moorhead Fire Department can provide for their evacuation.
- F. Only the Moorhead Fire Department can authorize an alarm to be reset and building reentry when the building is safe.
- G. Anyone who does not leave the building in the event of a fire alarm or drill is subject to campus discipline and to possible criminal charges. Misuse of any fire equipment is grounds for disciplinary action.
- H. After the fire has been extinguished, the area should be kept secure until the Moorhead Fire Department authorizes cleanup.

16. TORNADES AND STORMS

Tornadoes can occur any time during the year, but are more prevalent during the spring and summer months. We encourage students, faculty and staff to determine safe areas before a storm arrives. The approach of severe weather may be announced by sirens located throughout the community and through local radio and television programs. In case of an approaching tornado, the following procedures should be followed:

- A. Move to the nearest building; find a safe place to wait.
- B. Move to, or stay on, the lowest floor.
- C. Stay in central corridors away from glass, covering your face with folded arms.
- D. Stay away from windows.
- E. Leave corridor doors open.
- F. Do not use elevators.

17. INJURIES:

A. Report of Injury Policy:

1. **Employees:** All accidents or injuries occurring on the University campus should be reported immediately to the Personnel Office if the injured party is a faculty, staff or student worker.

2. **Non-Employees:** All accidents occurring on the University campus shall be reported immediately to the Office of the Vice President for Administrative Affairs if the injured party is not an employee of the institution.

A State of Minnesota Incident Report (At-00008-03) form should be completed by a University employee for injuries involving non-University people. This report should be submitted to the Office of Administrative Affairs, 206 Owens Hall.

18. HAZARDOUS WASTE:

- A. If hazardous waste accumulation or improper storage is suspected, please notify the Office of Administrative Affairs, 206 Owens Hall, 236-2156.
- B. If a hazardous waste spill is suspected, please contact Campus Security (2449) and/or the Moorhead Police Department (9-911) immediately.
- C. In cases of suspected hazardous waste spills, the area is to be evacuated and secured. University staff, including security, are not to enter the building area until admitted by appropriate authorized personnel. Specific policies are on file in the Office of Administrative Affairs.

THE FOLLOWING POLICIES CONCERN SECURITY AND ACCESS TO CAMPUS FACILITIES, INCLUDING RESIDENCE HALLS, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES.

19. SOLICITATION IN UNIVERSITY BUILDINGS AND GROUNDS:

- A. The University reserves the right to determine time, place and manner of all solicitation or activities on University property.
- B. Solicitation is any approach made with the purpose of making a request, plea, suggestion,

petition or enticement for support, opinion, funds, time or assistance.

- C. The exchange of information and ideas by lawful means shall not be excluded by this policy, but such activities should respect each individual's person and freedom.
- D. There are separate policies pertaining to solicitation for some campus buildings such as the Comstock Memorial Union and the residence halls. In these cases, the separate policy pertaining to that area must be followed.
- E. Solicitation by agents of nonprofit, commercial or campus organizations is not permitted without express written approval of Scheduling Services. The University can deny approval or impose restrictions on agents of such organizations as to the date and time solicitation will occur, the number of people involved, the type and methods of solicitation, and the areas of the particular academic building to be covered.

F. Applications shall be public record, and any complaints regarding a solicitor shall be made to the office responsible for granting permits and to the person or group in charge listed on the application.

G. Those engaged in solicitation shall respect the rights of all persons to be free from forceful, verbal or physical contact.

H. Any individual who feels that his or her individual rights have been violated by solicitation of any form may file a complaint against the responsible individual or organization at the Student Organization Development Center or Scheduling Services.

I. Violations may result in suspension of privileges and may subject the violator to arrest for trespassing.

J. The city streets, sidewalks and boulevards adjacent to city streets are not considered University property.

K. Violations, and/or problems should be reported immediately to the appropriate hall director, Campus Security and/or the Director of Housing & Security.

L. Department chairs assign faculty offices on a non-permanent basis, subject to the approval of the Vice President for Administrative Affairs.

M. Classrooms are assigned by the Registrar.

N. Special requests for the use of campus facilities, including scheduling use of residence halls or space on MSU grounds, should be forwarded to Scheduling Services, 201E Maintenance Building, 2400.

20. DISTRIBUTION OF LITERATURE:

- A. Moorhead State University departments and recognized student organizations are free to distribute printed materials on campus without prior approval. The source of the information and the name of the organization must be stated on all materials.
- B. There are separate policies pertaining to distribution of literature for some buildings on campus, including Comstock Memorial Union, Kise Commons and the residence halls. In these cases, the existing policy pertaining to that area must be followed.

C. The organization and individual students participating are held responsible for the content of the information.

D. Distribution at University-wide events, at registration, in the classrooms and in the library are not permitted.

E. To maintain the appearance of campus grounds, materials may not be affixed to trees, signs or posts.

F. Posting material on walls, in or outside, of buildings is not permitted. Bulletin boards are available in buildings for this purpose.

G. Placement of portable announcement boards on campus is prohibited.

H. There are special regulations regarding distribution of literature that apply to candidates for Student Senate. This information is available upon request from the Student Senate Office, Comstock Memorial Union.

I. Violators of this policy may be subject to referral to campus conduct and/or loss of privileges.

J. Violations of this policy should be reported to the appropriate campus office and/or campus security.

22. BUILDING ACCESS & MAINTENANCE:

The Moorhead State University campus is for the use of the faculty, students, staff, their escorted guests and those on official business with the University. All others are subject to being charged with trespassing.

Visitors are reminded that access to campus buildings is limited to normal business hours.

Students, faculty, staff and visitors are encouraged to report needed repairs to the Office of Administrative Affairs for all academic areas. Requests for repairs/maintenance in the food service and residence halls should be addressed to the Housing & Security Office. Requests for repairs or maintenance in Comstock Memorial Union should be reported to that main office.

The following guidelines are designed to provide maximum security and protection for all concerned and still provide convenient access to buildings:

- A. Keys are issued to authorized faculty, staff and students only.
- B. Exterior building doors should not be blocked open when the doors are locked.
- C. Building evacuation is mandatory for all fire alarms.
- D. Individual academic buildings are normally open from 7 A.M. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal hours should have a University I.D. in their possession and present the I.D. when requested.
- E. Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises or contact Campus Security (2449). The building should be secured when the last employee leaves. In buildings that have outside windows, employees should close and lock them before leaving the building.

- F. On-campus telephones are located in most building hallways for emergency calls to Campus Security. These telephones are also capable of calling 9-911.
- G. Problems related to people in buildings after hours should be reported to Campus Security (2449) immediately.

23. RESIDENCE HALL ACCESS AND VISITORS:

- A. After the first class day of fall semester, residence hall exterior doors are normally locked.
- B. Residents are encouraged not to prop doors open and not to open these doors for anyone other than their guests.
- C. Residents who lock themselves out of their rooms should contact their respective residence hall desks. After hours, contact a member of the residence life staff.
- D. All non-residents of the building should be escorted.
- E. Escorted visitors of the opposite sex should not be in student rooms and/or residential floor lounges between the hours of 2 A.M. and 8 A.M.
- F. Residents are allowed to have overnight guests of the same sex. Before having an overnight guest, you must notify your Resident Assistant and have your roommate's permission.
- G. The definition of an overnight guest is someone of the same sex who stays in your room for no more than three consecutive nights five times a semester, or someone who stays two nights no more than seven times a semester.
- H. If a guest stays more than the time listed above, the host/hostess may be charged for their stay at the Housing & Security Department's normal guest rate.

23. CLOSING THE UNIVERSITY:

A. Definition:

Closing the University means to cease all operations other than operations deemed essential to the protection of life and property. Closing the University results in cancellation of classes, student and staff activities and meetings. All general offices are closed.

B. Authority:

- 1. The President (or designee) may close the University when an emergency is not first declared by the Commissioner of Employee Relations.
- 2. The Commissioner of Employee Relations may declare a regional emergency and announce the closure of state institutions within the geographic area of the declared emergency. The Commissioner will contact Minnesota State College and University System Office personnel who will inform the President (or designee) of the closure. The President (or designee) will then inform each vice president of the emergency closure.

C. Handicapped Students and Employees (Affirmative Action Plan):

In the event of a University closing because of a weather emergency, it will be the responsibility of the Administrative Affairs Office and Building Services to notify disabled students and employees of the University's closing and provide needed assistance.

24. PARKING:

- A. Each student, faculty and staff member who operates a vehicle on the campus must register each vehicle and pay a fee for a parking permit that is to be displayed on a hanger from the rear view mirror. A metered lot is available for campus visitors. Short-term or temporary permits are also available for guests and visitors in the Office of Administrative Affairs, Owens Hall 208.
- B. Permits are needed at all times to park in any residence hall lot. All other commuter and faculty/staff lots require a permit Monday through Friday from 7 A.M. to 5 P.M.
- C. All persons operating motor vehicles on the University campus shall do so at their own risk. No responsibility shall be assumed by the University, the State of Minnesota or the City of Moorhead for loss of property, damage to the vehicle while parked, damage which may be incurred through the process of impounding a vehicle, or for any damage or loss sustained while on the campus.
- D. A complete copy of the University's Parking and Traffic Regulations is available in the Office of Administrative Affairs, Owens Hall (218) 236-2156.

25. COMPLAINANT'S BILL OF RIGHTS:

The University encourages students, faculty, staff and visitors to report any and all criminal activity occurring on the campus to either Campus Security, 120 Ballard Hall (2449), or the Moorhead City Police Department, 915 9th Avenue North (299-5111). A copy of the Complainant's Bill of Rights may be obtained from Campus Security, Ballard Hall.

26. SOUND AMPLIFICATION:

- A. To minimize disruption of normal University operations, outdoor amplification is not generally permitted without prior approval.
- B. In situations where amplification might not interfere with University operations, a permit may be obtained from the Moorhead City Council, if prior approval has been obtained from the Office of the Vice President of Student Affairs.
- C. To obtain procedures for a city permit, please visit the Office of the Vice President of Student Affairs, Owens 206.
- D. Violators of this policy may be subject to referral to campus conduct and/or loss of privileges.
- E. Violations of this policy should be reported to the appropriate campus office and/or Campus Security.

27. RELEASE OF INFORMATION:

- A. The release of information relating to an emergency security situation on the campus will normally be made by the Vice President of Student Affairs or their designee.
- B. If the information requested to be released was collected because the student was or is a patient in the University Health Service, it may be released to a family member or other appropriate person in accordance with acceptable medical practice or a written statement authorizing release from the student.

- C. Information contained in campus security files may be released by the Director of Housing & Security as appropriate pursuant to State and Federal law.
- D. In all other instances, information can generally be released only with the student's written permission, pursuant to a valid court order, or if it is determined by the Vice President of Student Affairs or their designee that an emergency exists which provides a serious threat to the student's or others' health and safety. It must be further determined that knowledge of the requested information is necessary to meet the emergency, that the people receiving the information are in a position to deal with the emergency and that time is of the essence in dealing with the emergency. If there is doubt about whether or not to release the information, we are advised not to release. Federal and State laws provide that educational data may be released to the parents of a dependent student. However, the University, in formulating its data privacy policy, has determined that educational records will not be made available to parents without written consent of the student.

28. DRUG-FREE WORKPLACE AND SCHOOLS:

Purpose:

The purpose of this policy is to set forth the University's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D), and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information is enclosed in the class registration brochure and may be obtained from the Registrar's Office or Health Center.

The University recognizes the reality of chemical dependency and is aware of its occasional presence in the University community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the Moorhead State University community.

The University encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various departments, including Housing & Security, Health Center, Counseling & Personal Growth Center, and Personnel provide information and prevention programs for those seeking help with substance abuse.

MOORHEAD STATE UNIVERSITY

Department of Housing & Security

July 10, 1996

120 Ballard Hall

Telephone: 236-2118

Deputy Chief Gary Landsem
Moorhead Police Department
Law Enforcement Center
915 9th Avenue North
Moorhead, MN 56560

Dear Deputy Chief Landsem:

As you are aware Moorhead State University must publish certain criminal activity on the campus and university property. The time has come for us to complete that report. I am in need of the numbers of certain criminal activity in order to complete that report. Can you provide me, in writing, with the number of the following crimes that were reported to your office for Moorhead State University, and specified properties, from January 1, to December 31, for 1993, 1994 and 1995?

Aggravated Assault
Burglary
Motor Vehicle Theft
Murder
Sex Offenses
 Forcible
 Forcible Rape
 Forcible Sodomy
 Sexual Assault with an Object
 Forcible Fondling
 Non-Forcible
 Incest
 Statutory Rape
Robbery.

In addition, we are to report the number of arrests that took place on this property, during the same time, for the following:

Liquor Law Violations
Drug Abuse Violations
Weapons Violations.

EXHIBIT
B

The properties included in this legislation are those owned by the University or under the control of recognized University organizations. These would include the following:

506 10th Street South
507 10th Street South
508 11th Street South
510 10th Street South
511 11th Street South
515 10th Street South
520 10th Street South
610 10th Street South
611 1/2 10th Street South
614 10th Street South
619 10th Street South
622 10th Street South
712 10th Street South
716 10th Street South
610 11th Street South
605 11th Street South
611 11th Street South
615 11th Street South
617 11th Street South
811 11th Street South
803 11th Street South
810 11th Street South
707 11th Street South
503 12th Street South
1003 5th Avenue South
1011 5th Avenue South
1012 6th Avenue South
1015 6th Avenue South
1016 6th Avenue South
1120 6th Avenue South
1025 7th Avenue South
1026 7th Avenue South
1015 7th Avenue South
1013 7th Avenue South
1313 9th Avenue South

I appreciate your cooperation and if you have any questions please feel free to give me a call.

Sincerely,

Mike Pehler
Director of Housing & Security

MOORHEAD STATE UNIVERSITY

Department of Housing & Security

July 10, 1996

120 Ballard Hall

Telephone: 236-2118

Sheriff Larry Costello
Law Enforcement Center
915 9th Avenue North
Moorhead, MN 56560

Dear Sheriff Costello:

As you are aware Moorhead State University must publish certain criminal activity on the campus and university property. The time has come for us to complete that report. I am in need of the numbers of certain criminal activity in order to complete that report. Can you provide me, in writing, with the number of the following crimes that were reported to your office for Moorhead State University Regional Science Center from January 1, to December 31, for 1993, 1994 and 1995?

Aggravated Assault
Burglary
Motor Vehicle Theft
Murder
Sex Offenses
 Forcible
 Forcible Rape
 Forcible Sodomy
 Sexual Assault with an Object
 Forcible Fondling
 Non-Forcible
 Incest
 Statutory Rape
Robbery.

In addition, we are to report the number of arrests that took place on this property, during the same time, for the following:

Liquor Law Violations
Drug Abuse Violations
Weapons Violations.

I appreciate your cooperation and if you have any questions please feel free to give me a call.

Sincerely,

Mike Pehler
Director of Housing & Security

Moorhead State University

Department of Housing & Security

Campus Security Policy #2 Policy on Collecting Crime Report Statistics

Criminal statistics used in the annual campus security report are compiled from the following sources:

1. Reports taken by Moorhead State University Campus Security personnel. (These are forwarded to the Moorhead Police Department).
2. Reports received by the Moorhead Police Department via annual request for data. This request includes off-campus University facilities and recognized campus organization facilities.
3. Reports received by the Clay County Sheriff's Department via annual request for data.
4. Reports received from campus Officials identified in the Act as a result of periodic requests from the Director of Housing & Security.
5. The above reports are reviewed and compared for duplication and proper classification by the Director of Housing & Security. Classifications may be corrected at this time.
6. Final statistics are published.

Reviewed by Supervisory Staff _____

Approved by Associate Director _____

Approved by Director _____

Date of Implementation _____

(Security/Campus Security Report/Policies/2. Collecting Crime Report Statistics)

MOORHEAD STATE UNIVERSITY

Department of Housing & Security

120 Ballard Hall

Telephone: 236-2118

TO:

FROM: Mike Pehler
Director of Housing & Security

SUBJ: Campus Crime Reports

I am currently in the process of reviewing all of the campus crime reports for accuracy for the year. We are attempting to ensure the most accurate report and that we are in full compliance with the law, both in spirit and the letter.

According to the Campus Security Act your position is one that is required to report any campus crime that may come to your attention. However, as one with "significant counseling responsibility" who may have need to maintain client confidentiality you are required to report only the statistical data of alleged crimes that have come to your attention. For purposes of this report that would include the what, when and where of the situation.

Please call me by January 15, 1997, if you are aware of any crime that may have occurred on the campus that may not have been reported to either Campus Security or the Moorhead Police.

I would ask that you not assume if you reported it to a supervisor, or an office other than Campus Security that it was ever reported beyond that office.

I appreciate your assistance in this matter. If you have any questions or concerns please feel free to give me a call at:

236-2118	Housing & Security Office
299-5869	my direct line
238-9525	my cellular number.

cc: Steven Butler

MOORHEAD STATE UNIVERSITY

Department of Housing & Security

120 Ballard Hall

Telephone: 236-2118

TO:

FROM: Mike Pehler
Director of Housing & Security

SUBJ: Campus Crime Reports

I am currently in the process of reviewing all of the campus crime reports for accuracy for the year. We are attempting to ensure the most accurate report and that we are in full compliance with the law, both in spirit and the letter.

According to the Campus Security Act your position is one that is required to report any campus crime that may come to your attention. Please call me by January 15, 1997, if you are aware of any crime that may have occurred on the campus that may not have been reported to either Campus Security or the Moorhead Police.

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236-2118	Housing & Security Office
299-5869	my direct line
238-9525	my cellular number.

cc: Steven Butler

Moorhead State University

Department of Housing & Security

Campus Security Policy #1 Policy on Record Maintenance

Audio Tapes:

1. All lines answered by the campus dispatcher are recorded.
2. Audio tapes are maintained for 30 days before being recorded over.

Dispatch Logs:

1. Dispatch logs are to be put into the computer base on a daily basis.
2. Details of the computer logs (criminal and non-criminal coded data) are to be printed daily.
3. All criminal and non-criminal data should be summarized in daily, weekly and monthly printed reports.
4. Dispatch logs are to be downloaded onto computer disks monthly.
5. Original copies, computer generated reports and summaries and computer disks are to be maintained for seven (7) years.

Initial Complaint Reports - Criminal:

1. Each report is to receive a specific Moorhead State University number. Both criminal and non criminal reports may be in this sequence of numbers.
2. Hand written reports are to be typed and reviewed daily. Typed copies are to be forwarded to the Moorhead Police Department weekly.
3. Only a general criminal classification is to be used at this time. The Moorhead Police Department shall determine the initial criminal classification utilizing the FBI Uniform Crime guidelines and return a copy of the report to campus Security.
4. The Director of Housing & Security or his designee shall verify the criminal classification.
5. After verification all logs, written and computerized, should be checked to ensure all have the same criminal code, both numeric and alphabetical.
6. Initial Complaint Reports are to be typed into the computer by the dispatcher on a daily basis.

7. A summary of the previous day's criminal reports is to be completed each weekday morning for review by the Director and/or associate Director and placed at the dispatch desk for public view.
8. All criminal data should be summarized in daily, weekly and monthly printed reports.
9. Initial Complaint Reports are to be downloaded onto computer disks monthly. (Use same disk as other logs for the same month).
10. Original copies, computer generated reports and summaries and computer disks are to be maintained for seven (7) years.

Initial Complaint Reports - Non-Criminal:

1. Each report is to receive a specific Moorhead State University number. Both criminal and non-criminal reports may be in this sequence of numbers.
2. These hand written reports need not be typed.
3. These reports are to be reviewed daily and appropriate follow-up should be attached or noted.
4. Initial Complaint Reports are to be typed into the computer by the dispatcher on a daily basis.
5. A summary of the previous day's non-criminal reports is to be completed each weekday morning for review by the Director and/or Associate Director.
6. All non-criminal data should be summarized in daily, weekly and monthly printed reports.
7. Initial Complaint Reports are to be downloaded onto computer disks monthly. (Use same disk as other logs for the same month).
8. Original copies, computer generated reports and summaries and computer disks are to be maintained for seven (7) years.

Reviewed by Supervisor Staff _____

Approved by Associate Director _____

Approved by Director _____

Date of Implementation _____

Moorhead State University

Department of Housing & Security

Campus Security Policy #3 Policy on Timely Warnings

Who:

1. The Director of Housing & Security, after the consultation with representatives of the Moorhead Police Department, shall issue timely warnings to the campus based on the criteria listed below.
2. In the absence of the Director of Housing & Security the Vice President of Student Affairs shall assume responsibility to issue timely warnings.

When:

The Director of Housing & Security shall issue a timely warning under the following conditions:

1. It is determined that a continuing threat to the campus exists.
 - a. Perpetrator(s) have not been arrested and are unknown.
 - b. Perpetrator(s) are known and determined to be a continued threat.
2. After consultation with the Moorhead Police Department representatives, it is determined that a warning to the campus community will not adversely affect any law enforcement investigation/prosecution.
3. A timely warning will aid the campus community members in preventing similar occurrences.

How:

The Director of Housing & Security may use any or all of the following methods of disseminating the timely warning:

1. Memo to the general campus community.
2. Memo to specific campus groups.
3. Residence hall/campus television network.
4. Poster/flyers.
5. Meetings, e.g. student groups, residence halls, classes, departmental.
6. News releases to campus media including Continews, Advocate, KMSC, etc.
7. News releases to F-M community media including radio and television stations.

Reviewed by Supervisory Staff _____

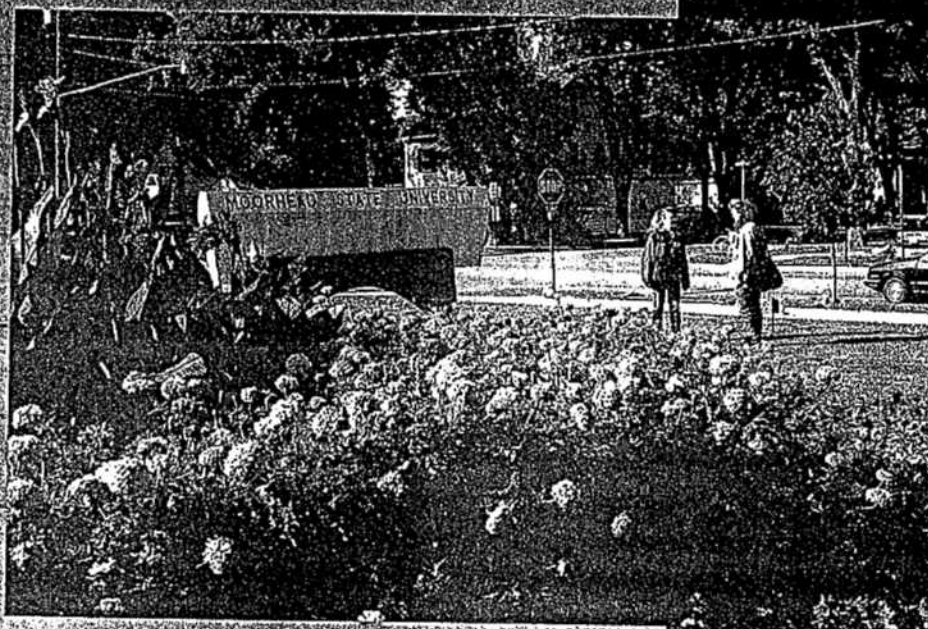
Approved by Associate Director _____

Approved by Director _____

Date of Implementation _____

(Security/Campus security Report/Policies/3. Timely Warnings)

MOORHEAD STATE UNIVERSITY



For

Your

Lifetime

of

Success

If you are transferring from another college, you will need to contact all previous institutions you've attended, including your high school, and request that they send official transcripts to the Admissions Office. An application for admission and a \$20 non-refundable application fee must also be submitted. Application materials can be obtained from transfer counseling offices of all Minnesota and North Dakota community colleges, and the Admissions Office. A 2.0 grade point average in at least 36 academic quarter hours or 24 semester hour credits is required for admission. If you choose to transfer with fewer credits, you must also meet freshman requirements.

After Admission

If you wish to begin classes in the fall, you are encouraged to apply for admission early. Once you are admitted to MSU, you'll be sent applications for housing.

Recommended Deadlines 1996-97

- Application for admission (Fall Semester): August 7
- Application for admission (Spring Semester): December 22
- Application for housing on campus: As soon as possible after admission
- Application for scholarships: Contact Scholarship Office
- Application for financial aid: As soon as possible after January 1

Important Numbers to Know (Area Code-218)

Admissions Office	236-2161
Disability Services	299-5859 (V/TTY)
Financial Aid/Scholarships	236-2251
Information	236-2011 (Voice) 236-3697 (V/TTY)
Minority Student Affairs	236-2652

TTY users calling Moorhead State University should contact the Minnesota Relay Service at 1-800-627-3529. This document can be made available in alternative form by calling 218-299-5859 V/TTY.

Student Right-to-Know

Information about student graduation rates, student retention and the annual campus security report is available upon request from the MSU Admissions Office.



Visit our home page:

<http://www.moorhead.msus.edu>

or e-mail:

dragon@mnsu1.moorhead.msus.edu